

WORKFORCE DEVELOPMENT PLANNER

PURPOSE: Assist with workforce development planning for the City of Duluth workforce service area.

FUNCTIONAL AREAS:

1. Assist in development, direction, coordination, and evaluation of plans and monitoring programs in the Duluth planning area in the Workforce Development System.
 - * A. Write grant applications to fund various programs or projects.
 - * B. Assist in evaluating effectiveness of existing and proposed procedures and operational practices.
 - * C. Assist in the development of programs and operational procedures for various funds received.
 - * D. Authorize the expenditure of funds.
 - * E. Assist in writing contracts and resolutions for the purpose of accepting/granting funding or changing dollar amounts according to city policies and/or procedures.
 - * F. Develop and implement job placement and job development programs and projects that will assist participants in gaining employment.
 - * G. Assist in analyzing current operations and procedures to determine problem areas and make recommendations to improve areas of operation.
 - * H. Assist in the preparation of budgets which fund various programs.
 - * I. Monitor program expenditures in accordance with budget allocations and funding restrictions.
 - * J. Assist in negotiating or modifying workforce development contracts.
 - * K. Interpret rules, regulations, and guidelines which affect programs and projects.
2. Act as lead worker on assigned programs and projects and perform other related work as required.
 - * A. Determine needs, requirements, timetables, and priorities of assigned work projects.
 - * B. Perform work with staff as assigned to carry out job assignments.
 - * C. Provide direction and assistance to others involved in operational problem solving.
 - * D. Develop office and reporting procedures and other administrative functions.
 - * E. Prepare and/or present oral and/or written reports and proposals.
 - * F. Collect, analyze, and interpret data on the demographic characteristics of Workforce Development Division participants.
 - * G. Attend professional training conferences to gain and relay new information and procedures for the advancement of local workforce development activities.
 - * H. Monitor subcontractors and subgrantees for compliance with Equal

- * I. Employment Opportunity and American Disability Act requirements. Conduct training sessions or orientation sessions to inform participants and worksite supervisors of program requirements, policies, and procedures.
- * J. Maintain communications with state agencies, private industry, schools and universities, labor groups, and participant groups.
- * K. Maintain knowledge of pertinent legislation, regulations, and developments which affect program operations and the securing of supplemental funding.
- * L. Represent the Workforce Development Division at the request of the Manager.
- * M. Attend meetings as directed.

Job Requirements

Education & Experience Requirements:

- ♦ A. A four-year degree in vocational training or counseling, public or business administration or a related field and three (3) years of verifiable experience in a workforce development occupation or an acceptable combination of education and experience equaling five (5) years which demonstrates proficiency in the knowledge, skills, and abilities listed below.

Knowledge Requirements:

- ♦ A. Knowledge of grant writing methodology, techniques, and resources.
- ♦ B. Knowledge of grant-funded programs and processes.
- C. Knowledge of laws, regulations, and program policies and procedures which pertain to workforce development programs.
- D. Knowledge of workforce development methodology, programs, resources, grants, and providers.
- E. Knowledge of accepted public administration, personnel, supervisory, and fiscal principles and practices associated with assigned responsibilities.
- ♦ F. Knowledge of statistics, research methods, and data analysis associated with workforce development job functions.
- ♦ G. Knowledge of budgeting methodology, and budget management techniques.

Skills:

- ♦ A. Skill in writing grants and securing grant funds.
- ♦ B. Skill in communicating logically and accurately in oral and written forms.
- ♦ C. Skill in managing and tracking multiple projects concurrently.
- ♦ D. Skill in evaluating and analyzing operational methods and procedures.

Abilities:

- ◆ A. Ability to organize, schedule, coordinate, and delegate work.
 - ◆ B. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
 - ◆ C. The ability to use a personal computer and associated applications software including word processing and spreadsheet.
 - ◆ D. The ability to read and understand technical and legal documents.
 - ◆ E. Ability to transport oneself to, from, and around job sites.
 - ◆ F. The ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- * Essential functions of the job.
- ◆ Job requirements necessary on the first day of employment.

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